

**THE ANGLICAN & METHODIST CHURCH  
OF ST MATTHEW, RASTRICK**

**PARISH CENTRE**

**HEALTH AND SAFETY POLICY**

**Version No 2**

<b>Schedule of Revisions</b>			
Revision Ref.	Date	Section	Details
Version 2d	15 Nov 2011		Schedule of Revisions added
Version 2d	15 Nov 2011	Sect C 2.1	Location and type of Extinguishers updated following annual check by Pegasus
Version 2d	15 Nov 2011	Sect C 2.4 para 8	Location of Assembly Point changed
Version 2d	15 Nov 2011	Sect C 10	Amended to refer to Appendix B
Version 2d	15 Nov 2011	Appendix A	Change of Competent Contractor for Gas Equipment
Version 2d	15 Nov 2011	Appendix B	New Appendix added

# OUR HEALTH AND SAFETY POLICY

**Name of Church:** The Anglican & Methodist Church  
of St Matthew, Rastrick

Parish Centre

**Address:** Church Street  
Rastrick

**Date:** 3 February 2010

**Review Date:** February 2015

## INTRODUCTION

This document has been prepared in accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the regulations made under it.

The Policy is in three sections:

- A. General Statement of Policy
- B. Organisation and Responsibilities
- C. Arrangements

## NOTE TO ALL EMPLOYEES, VOLUNTARY HELPERS AND CONTRACTORS

The success of this policy will depend on your co-operation. It is therefore important that you read this document carefully and understand your role and the overall arrangements for health and safety.

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**SECTION A**  
**GENERAL STATEMENT OF POLICY**

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees casual labour and voluntary helpers, and to provide such information, training and supervision as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that health and safety matters are kept constantly under review, an item on health and safety will be on the agenda for all meetings of the Ecumenical Church Council, and sub committees where they exist and employees and voluntary workers will be consulted on a regular basis in order to seek their views on health and safety matters.

Signed .....*Matthew Pollard*..... (Vicar)

Date ..... *23.11.11* .....

Review Date February 2015

## SECTION B

### ORGANISATION AND RESPONSIBILITIES

#### 1. Responsibility of the Vicar

Overall responsibility for health and safety is that of the Vicar, who will ensure that arrangements are in place to satisfy Health and Safety Regulations and appropriate Codes of Practice.

Specific responsibilities may be delegated to church personnel. As new projects emerge, the names of **responsible persons** will be notified and the list amended accordingly. Appendix A provides a list of named Responsible Persons and approved contractors.

#### 2. Responsibility of the Churchwardens

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

##### **The Churchwardens**

#### 3. Responsibility of the Health and Safety Officer

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary.

##### **Health and Safety Officer**

#### 4. Responsibility of the Ecumenical Church Council

The Ecumenical Church Council has general responsibility to ensure that the health and safety policy is implemented.

#### 5. Responsibility of the Parish Centre Manager

The following person carries the responsibility for the day to day implementation of the arrangements outlined in this policy:-

##### **Parish Centre Manager**

**The responsibility of the Parish Centre Manager shall be to:-**

1. be familiar with Health and Safety Regulations as far as they concern church premises

2. be familiar with the health and safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the Parish Centre is clean and tidy
5. ensure the frontage, car park and sides to the Parish Centre are properly maintained, and that grass is kept cut
6. ensure that safety equipment and clothing is provided and used by all personnel where this is required
7. ensure that all plant, equipment and tools are properly maintained and in good condition and that all operators have received the appropriate training
8. ensure that adequate access and egress is maintained
9. ensure adequate fire fighting equipment is available and maintained

## **6. Responsibility of employees and voluntary workers**

All employees and voluntary helpers have a responsibility to co-operate in the implementation of this health and safety policy and to take reasonable care of themselves and others whilst on church business or premises.

### **Employees and voluntary workers must therefore:**

1. comply with safety rules, operating instructions and working procedures
2. use protective clothing and equipment when it is required
3. report any fault or defect in equipment immediately to the appropriate person
4. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
5. not misuse anything provided in the interests of health and safety.

## **7. Responsible Persons**

**The following are responsible for safety in particular areas:-**

### **7.1 Responsibilities by Activity**

Recording of Accidents (1)	Leaders of Organisations or Events Parish Centre Manager
Review of Accident Records (1)	Health and Safety Officer
Reporting of Accidents/RIDDOR (1)	Health and Safety Officer
Advising Insurers (1)	
Advising Child Protection Officer (1)	
First Aid Box Contents (1)	Trained First Aider
Fire Extinguishers (2.1, 2.3)	Parish Centre Manager
Emergency Evacuation (2.4)	Parish Centre Manager Churchwardens Leaders of
<b>Organisations</b>	
Emergency Lighting & Fire Alarm Check/Test (2.2, 3)	Parish Centre Manager
Portable Electrical Appliances (3.1)	Parish Centre Manager Competent Contractor
Inspection of electrical plugs, sockets, etc (3.1)	Parish Centre Manager
Receive reports of faulty electrical equipment and take appropriate action (3.1, 3.4)	Parish Centre Manager
Fixed Electrical System (3.4, 3.5)	Parish Centre Manager Competent
<b>Contractor</b>	
Gas Equipment (4)	Parish Centre Manager Competent Contractor
Hazardous Substances (5)	Parish Centre Manager
Plant and Equipment (6)	Parish Centre Manager
Condition of Floors and Stairs (7)	Parish Centre Manager
Condition of Frontage, Car Park and sides to the Parish Centre (7)	Parish Centre Manager
Light Bulb Changing (8)	Parish Centre Manager
Working at High Levels (9)	Parish Centre Manager

Food Preparation (10)	<b>Approved Contractors</b> see Appendix B
Manual handling (11)	<b>Leaders of organisations</b> <b>Theatrical Society</b> <b>Churchwardens</b> <b>Parish Centre Manager</b>
Display Screen Equipment (12)	see section C16
Building Defects/Glazing (13)	<b>Parish Centre Manager</b>
Child Protection (14)	<b>Child Protection Officer</b>
Personal Safety (15)	see section C15
Activities requiring Special Procedures and/or Risk Assessments (16) (17)	<b>Responsible person from each organisation</b>
Contractors (18)	<b>Parish Centre Manager</b> <b>Churchwardens</b>
Health and Safety Training	<b>Health and Safety Officer</b>

## SECTION C

### ARRANGEMENTS

(Implementation of the Policy)

This section sets out our arrangements to minimise as far as is reasonably practicable risks to the health and safety of employees, voluntary workers, members of the congregation, visitors and contractors.

#### 1. ACCIDENTS AND FIRST AID

First Aid box is located **in the Kitchen Cupboard, indicated by a green cross.**  
**The contents are checked monthly.**

**All organisations using the Parish Centre are expected to have trained/qualified First Aiders.**

The **accident forms** are located **in the Kitchen Cupboard, together with the first aid box.**

All accidents and incidents are entered on an accident report form by **the Responsible Person** and where necessary, our insurers advised. The completed form must be placed in a sealed envelope provided and deposited promptly at The Vicarage. **The Responsible Person** shall inform **The Child Protection Officer** of any accidents involving children.

Accident records are regularly reviewed.

***Fatal accidents, major injuries and dangerous occurrences must be reported immediately by a responsible person by the quickest practicable means (normally the telephone) to the relevant enforcing authority (for churches this will most probably be the Local Authority Environmental Health Department) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. Following the initial notification, a written report on the approved form F2508 must be sent to the enforcing authority within 10 days of the accident or occurrence. If there is any doubt as to whether the accident is reportable, or to which authority it should be reported, the advice of the Health and Safety Executive should be obtained.***

*The following is a summary of the injuries or occurrences which must be reported (for further information, refer to the Regulations or contact the HSE or Environmental Health Officer):*

- any fatality to employees or non-employees, including volunteers.
- major injuries to employees (this includes fractures, amputations,

*dislocations, loss of sight, electric shock, exposure to harmful substances, any injury resulting admission to hospital for more than 24 hours and any accident that causes more than three consecutive days off work).*

- *Injuries to non-employees which require the injured person to be taken straight to hospital for treatment.*

## **RIDDOR (Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations) 1995**

These accidents will be reported by the **Responsible Person**.

If the Parish Centre is let to outside organisations, they are told in writing that in the event of an accident, details must be entered on an accident report form. A supply of forms is kept for this purpose.

## **2. GENERAL FIRE SAFETY**

Our policy is to fulfil our obligations under the Fire Precautions (Workplace) Regulations 1997. In order to achieve this, we undertake the following:

1. An assessment of the fire risks in the Parish Centre is carried out **annually** as part of our general health and safety risk assessments.
2. A check that a fire can be detected in a reasonable time and that people can be warned.
3. A check that people who may be in the building can get out safely including if necessary the provision of emergency lighting.
4. To provide reasonable fire fighting equipment.
5. A check that those in the building know what to do if there is a fire.
6. A regular check that our fire fighting equipment is in place and is serviceable, and that there is an annual maintenance contract in place with a reputable company.

### **2.1 Fire Extinguishers**

Fire extinguishers are kept in the following locations:

<b>Location Capacity</b>	<b>Type of Extinguisher and</b>
<b>Kitchen</b>	<b>Carbon Dioxide 2kg</b>
<b>1 x Side room</b>	<b>Water 9 Ltr</b>
<b>1 x Hall</b>	<b>Water 6 Ltr</b>
<b>1 x Hall</b>	<b>Foam 6 Ltr</b>

1 x Stage	Water 9 Ltr
1 x Stage	Carbon Dioxide 2kg
1 x Staircase	Water 9 Ltr
1 x Balcony	Carbon Dioxide 2kg
1 x Understairs Store Room	Powder 2kg ABC
1 x Boiler Room	Powder 6kg ABC

The extinguishers noted above are checked **monthly** by the **Responsible Person** to ensure that they are still in place and have not been discharged.

The extinguishers noted above are checked **annually** by the approved maintenance contractor.

## 2.2 Fire Alarm System

**Maintained annually and tested quarterly by the Responsible Person.**

## 2.3 Other Fire Protection Equipment

**Fire Blanket - located in Kitchen - checked monthly by the Responsible Person.**

## 2.4 Evacuation Procedures

For large services and concerts, where the audience **does not exceed 200** our procedures for stewarding/evacuation are detailed below.

1. All designated fire doors must be unlocked before the service/event commences and be clearly marked as fire exits using the "Running Man" symbol.
2. A check must be made that all doors can be opened.
3. A trained steward must be allotted to each door and have responsibility for persons in a specific part of the hall.

Area of Hall	Exit Door(s)
Main Hall	Front fire door, rear fire door, main exit
Kitchen	Kitchen fire door
Side Rooms	Main exit
Upstairs Rooms	Main exit

**All organisations are responsible for evacuating the part(s) of the Parish Centre which they are using.**

4. Responsibility for using each fire extinguisher will be allotted to named and trained stewards.

5. If emergency lighting is not available, torches must be available for each steward.
6. In the event of an emergency (fire/bomb threat, etc), an announcement to leave the building will be made by **the person in charge of each specific organisation.**
7. **The person in charge of each specific organisation** will ensure, as far as is possible, that all persons are evacuated from the part(s) of the building in their use, before reporting direct to the fire brigade.
8. Persons will assemble **at the corner of Jumble Dyke and Field Lane.**
9. The emergency services will be contacted immediately by a nominated person using the telephone located **at the Corner of Crowtrees Crescent** or by mobile phone.
10. **It is the responsibility of each organisation using the Parish Centre, to ensure they have a mobile phone available.**

## 2.5 Evacuation Drills

All employees and voluntary workers should ensure they are familiar with escape routes and ensure these are kept clear.

**Fire evacuation drills are the responsibility of each organisation, using the Parish Centre. The Churchwardens recommend that these should be carried out at least once every year.**

## 2.6 If You Discover a Fire (No matter how small)

1. Immediately raise the alarm.
2. Telephone the emergency services
3. Check the building for occupants
4. Attack the fire if possible within your capability using the appliances provided, but without taking personal risk.
5. If not possible to attack the fire or if you are unsure which fire extinguisher to use, assist in the evacuation of the building, ensuring that all doors are closed behind you. The general rule is People before Property.
6. Evacuate to the designated assembly point.
7. Ensure clear access for the emergency vehicles.

### 3. ELECTRICAL SAFETY

1. A list of all our portable electrical appliances is maintained by the **Responsible Person**.
2. **Every quarter**, plugs, cables and sockets will be inspected by the **Responsible Person** to ensure that there are no loose connections, worn flexes or trailing leads. Any repairs needed, will be reported to the **Parish Centre Manager** for action.
3. **Every year** all our portable electrical equipment will be tested by a competent contractor who is a member of the NICEIC (National Inspection Council for Electrical Installation Contracting), ECA (Electrical Contractors Association) or other approved body, to ensure that all appliances are safe. Any unsafe equipment will be safely disposed of.
4. Every **quarter** a visual inspection will be carried out of the fixed electrical installation by the **Responsible Person**. Any defects will be reported to the **Parish Centre Manager** for action.
5. Every **five years** our fixed electrical system will be inspected and tested by a competent contractor who is a member of the NICEIC, ECA or other approved body. Any necessary remedial work will be carried out.
6. It is our policy not to sell any second hand electrical goods unless they have been inspected and tested by a suitably qualified person and a register of such equipment is maintained.
7. Misuse and abuse of electricity is a significant cause of fires and injury. Faulty electrical equipment can kill. All employees and voluntary workers must observe the following:-
  - i) Visually check all electrical equipment before use.
  - ii) Report all faults immediately to the **Parish Centre Manager or Churchwardens**.
  - iii) Do not attempt to use or repair faulty equipment.
  - iv) No electrical equipment is to be brought onto the premises and used until it has been tested by the approved person and entered in the electrical equipment record.
  - v) Electrical equipment should be switched off and disconnected when not in use for long periods.
  - vi) Flexible cables should be so positioned and so protected that they do not constitute a tripping hazard and are not subject to mechanical damage.

#### 4. GAS EQUIPMENT SAFETY

1. Our gas boilers and any other gas equipment is maintained and checked **annually** by a competent contractor who is a GAS SAFE REGISTERED gas installer. Any necessary work required for safety is implemented immediately.

These arrangements are checked by the **Responsible Person**.

#### 5. HAZARDOUS SUBSTANCES

The **Responsible Person** will maintain a list of all hazardous substances used in the Parish Centre and check **weekly**, that the storage arrangements are secure.

Where at all possible, we have eliminated the use of hazardous substances. Where this is not possible, our safety arrangements are as follows:-

For all hazardous substances, which include substances marked as “Harmful, Irritant, Corrosive, Toxic, Very Toxic, Flammable, Highly Flammable, Extremely Flammable, Explosive, Oxidising or Dangerous for the Environment”, data sheets or product information provided by the manufacturers are used to determine the correct method of use, protective clothing needed, method of storage, and action to take in the event of an accident

Do not mix chemicals.

Do not store chemicals in unmarked containers.

Name	Hazard Type	Storage	Protection	Accident Procedure
General Cleaning materials	Low	High level cupboard & locked store cupboard		As per packaging

#### 6. SAFETY OF PLANT AND MACHINERY

The **Responsible Person** will maintain a list of all items of plant and machinery. The procedures for checking and rules for use are as follows:-

1. Employees and voluntary workers must not operate plant or machinery

that they are not trained and authorised to use.

2. Employees and voluntary workers must not ride on any parts of machinery not intended for that use.
3. Machinery must be switched off before any adjustments are made.
4. After carrying out maintenance and adjustments, all guards must be replaced before the machinery is used.
5. Before using any item of plant or machinery, a check must be made to ensure it is in a safe working condition, correctly adjusted, and there are no loose nuts, bolts or other defects.
6. The appropriate personal protective equipment detailed below must be worn when operating any item of plant or machinery.
7. Persons under the age of 18 may use hand tools and are not permitted to operate any power driven item of plant or machinery.
8. Ladders may only be used when they can be safely secured. This may necessitate the use of ladder ties or two person operation.
9. Any defect and damage found to any item of plant or machinery must be reported to The **Responsible Person**.
10. All plant and machinery will be regularly maintained and a schedule kept of maintenance requirements.

Item	Rules and Procedures
<b>Lawnmowers, Strimmers</b>	<b>General safety precautions are adhered to at all times</b>

The following items of plant and equipment are tested by a competent person in accordance with an inspection programme.

Item	Inspection Arrangements
<b>All items associated with the theatrical productions</b>	<b>Theatrical Society</b>

## 7. **SLIPS, TRIPS AND FALLS (Condition of floors, steps and paths )**

In order to reduce as far as is reasonably practicable the risk of slips, trips and falls, an inspection will be made every **quarter** by the **Responsible Person** of all floors and stairs in the building, and all paths and steps in the frontage, car park and external sides of the building. Particular note will be made of moss, algae and leaves on paths. Any defects will be reported to **Churchwardens or Parish**

**Centre Manager** who will arrange for repairs to be carried out.

## 8. LIGHTING

In order to ensure that the Parish Centre is adequately lit, an inspection will be made every **quarter** by the **Responsible Person** to ensure that all lights, including emergency lights, in the Parish Centre are working. Any bulbs which require replacing will be reported to **Churchwardens or Parish Centre Manager**, who will ensure that the bulbs are replaced ensuring that the safety procedures for the replacement of bulbs is followed.

## 9. WORKING AT HIGH LEVELS

The following areas are designed as high levels:-

### **Main Hall lighting**

Only **approved contractors & competent volunteers** may work at high level:

The following procedures must be followed:

Use of **Specialist Safety Ladder**

Only the following work is authorised without special agreement:

### **Changing light bulbs**

The appropriate training will be given and a system of recording will detail who is working where at any time.

## 10. PREPARATION OF FOOD

see Appendix B.

## 11. MANUAL HANDLING (Lifting, carrying and moving loads)

1. Our policy is to eliminate the need for manual handling as far as is reasonably practicable.
2. Where it is not possible to avoid the need to move loads, we will carry out risk assessments and make use of lifting aids, including trolleys, lifts and hoists as far as possible.
3. The necessary training will be given to all those employees and voluntary workers who are required to undertake manual handling.
4. Only those persons who have received the appropriate training are

authorised to undertake manual handling tasks.

Handling Task	Responsible Persons
Moving /erecting staging	Theatrical Society
Moving / stacking tables etc	Leaders of organisations Churchwardens Parish Centre Manager
Moving toys & other Toddler Group equipment	Leaders of organisations

## 12. DISPLAY SCREEN EQUIPMENT

See Section C16 below

## 13. HAZARDOUS BUILDINGS/GLAZING

1. Our policy is to ensure that our buildings are safe and without risks to the health, safety and welfare of all who work in and use them. In order to achieve this, the buildings are inspected **annually** by the **Responsible Person**.
2. Any defects noted are immediately reported to **either the Churchwardens and/or Parish Centre Manager** and procedures put in hand for repair.
3. Where necessary, temporary measures are taken to ensure that there is no risk of accident or injury until permanent repairs can be carried out.
4. A check is made of all glazing in the buildings to ensure that any glass in windows below waist height and in doors and beside doors below shoulder height is of a safety material or is protected against breakage.
5. A separate Asbestos Policy and Register is maintained.

## 14. CHILD PROTECTION

A separate statement upholding our procedures will be made by **the Child Protection Officer** at each annual church meeting and be suitably recorded. A permanent record will be made of all accidents involving children by **the Responsible Person**.

## 15. PERSONAL SAFETY

Risk Assessments need to be undertaken to assess the risks to persons working alone in the Parish Centre, travelling to and from the Parish Centre, accepting persons into their homes and handling cash and other valuables. The following advice is offered by National Churchwatch.

Trust your instincts  
Know your limitations  
Always report incidents  
Keep calm  
Plan ahead  
Report any area of your work that puts you at risk  
Know what the rules are, not what you think they are  
Never be afraid to run away  
No item of property or building is worth your life  
Be aware, don't be paranoid

Further advice can be found on the National Churchwatch website at [www.nationalchurchwatch.com](http://www.nationalchurchwatch.com).

## 16. ACTIVITIES AND OTHER AREAS WHERE YOU MAY NEED TO HAVE PROCEDURES

For all hazardous activities, risk assessments need to be undertaken and procedures must be followed.

The following activities will require risk assessments.

1. *Fetes, including the use of Bouncy Castles*
2. *Erection of temporary staging.*
3. *Crossing the road between the Parish Centre and Church buildings, particularly when children are present.*
4. *General maintenance - supervised working parties.*
5. *Use of Display Screen Equipment*

Our policy is to assess the risks to all habitual users of computer workstations and to reduce those risks to the lowest level possible. The following advice is offered by EIO Insurance and should be considered when carrying out risk assessments: -

1. Stability and legibility of the screen

2. Contrast and brightness of the screen
3. Tilt and swivel of the screen
4. Suitability of keyboards, desks and chairs
5. The work station environment
6. The user friendliness of the software.

Daily work routines should involve periods away from the screen.

Where necessary, risk assessments should be carried out by the individual concerned.

## **17. RISK ASSESSMENTS**

Risk assessments will be carried out on all areas of the church premises including the Parish Centre, and all activities that carry a significant risk at regular intervals by a competent person in order to meet our obligations under The Management of Health and Safety at Work Regulations 1999.

## **18. CONTRACTORS**

Anyone entering the Parish Centre premises for the purposes of carrying out work, other than an employee or voluntary worker of the church, will be regarded as a contractor. All contractors, including the self-employed, must abide by the following:-

1. Have their own health and safety policy (where required by law) and be able to provide a copy of the same.
2. Produce evidence that they have appropriate public and employers' liability insurance in place. A record of this evidence will be maintained.
3. Comply with all the requirements of this health and safety policy and co-operate with the church officials in providing a safe place of work and a safe system of operation.
4. Where plant and machinery is brought onto the church premises by contractors, they must be able to show where necessary that the equipment has been inspected and tested to ensure its safe operation.
5. Contractors may only use sub-contractors or persons other than their own direct employees with the express permission of the church officials. However, responsibility will remain with the contractors.
6. All contractors will be given detailed instructions regarding the areas where they are permitted to work and the extent of the work they are authorised to undertake. This "permit to work" will also specify any safety precautions they must undertake.

The **Responsible Person** will ensure that the necessary arrangements are put in hand under The Construction (Design and Management) Regulations.

## 19. INFORMATION AND ENFORCEMENT

Environmental Health Service Information:

Address: **Environmental Services,  
Northgate House, Halifax HX1 1UN**

**Tel: 01422 357257**

Contact name: .....

Employment Medical Advisory Service Information:

Address: **Employment Medical Advisory Service  
8 St Paul's Street, Leeds, LS1 2LE**

**Tel: 0113 283 4200**

Contact name: .....